



Yale Office for Postdoctoral Affairs

POSTGRADUATE HIRING PROCESS CHECKLIST

A Postgraduate Appointee at Yale is a person with a bachelor's or master's degree or its equivalent who engages in a temporary period of training under the mentorship of a Yale Ladder Rank Faculty member. Postgraduates can either be funded by Yale e.g., endowments, grants and contracts, department funds, etc., which grants the title of Postgraduate Associate, or non-Yale funds such as an external fellowship, home institution, outside government or other not-for-profit, etc., which grants the title of Postgraduate Fellow. All Postgraduate appointments are short-term appointments with a term of one year, with a possibility of another one-year extension, but we cannot guarantee because this is a training rank.

Funding: Please refer to the compensation page for current Postgraduate Minimums - [Postgrad Compensation | Office for Postdoctoral Affairs \(yale.edu\)](#) for more information.

Visas: For the issuing of visas, please contact [the Office of International Students and Scholars \(OISS\)](#) 3-6 months in advance of the targeted hire date. Please note that the visa process does not begin until OISS has a completed OISS Connect record of the candidate.

Hiring Process: Because the background check process may take up to 4-6 weeks, please begin the hiring process 2 months prior to the start date. All documents to be sent to postdoc.affairs@yale.edu. Postgraduate application needs to be submitted PRIOR to initiating a requisition in Workday and STARS.

- ☐ 1. Postgraduate appointments **must** be preceded by an application found in our [Forms, Documents, & Templates page](#). Please, include the following documentation with the application
 - ☐ • Copy of the candidate's CV.
 - ☐ • Copy of proof of funding. *(If other than Yale Funding)*
 - ☐ • Copy of Health Insurance. *(If other than Yale Health Insurance)*
- ☐ 2. Use the "Create Job Requisition: Postgraduate (STARS)" guide to create a requisition in Workday. Within 30 minutes you will receive an email notification that the requisition has been routed automatically to STARS.
- ☐ 3. Use "Finalize STARS Job Posting: Other Academic (Postgrad)" guide to complete the req in STARS. Save the requisition and then route the requisition for approval.
- ☐ 4. The Office for Postdoctoral Affairs will review the requisition. You will receive an email notification once the requisition has been open and posted.



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- ☐ 5. Send the [Initial Communication](#) to the candidate directing them to apply to the position and to upload any required documentation.
- ☐ 6. After the candidate applies, the OPDA will initiate the background check, if applicable. For more information about the background check process or if you have specific questions, please go here - [Background Checks | It's Your Yale](#)
- ☐ 7. Once an appointee has arrived to New Haven to begin their academic appointment, please **confirm arrival** by forwarding the appointee's arrival email, including the STARS requisition number, to [Daniela Velarde](#) (Senior Administrative for the Yale School of Medicine) or [Alisa Paradise](#) (Senior Administrative Assistant for FAS and all other Professional Schools).

Appointees will not be hired until the office has received confirmation of arrival from the academic unit.